

INSPECTION ADMINISTRATIVE PROCEDURE

A-109

INSPECTOR QUALIFICATION PROGRAM

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Revision 3

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Verification and Confirmation Official

Date: 4/4/03

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Date: 4/8/03

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INSPECTION ADMINISTRATIVE PROCEDURE A-109, REV. 3

INSPECTOR QUALIFICATION PROGRAM

1.0 PURPOSE

This inspection procedure provides guidance to ensure WTP Safety Regulation Division (OSR) inspectors are trained appropriately and qualified to perform onsite inspections of Contractor activities.

2.0 POLICY

The OSR will establish a uniform inspector certification program to ensure that, before performing inspections, inspectors are knowledgeable of the following:

- OSR inspection program
- Authorization Basis, and regulations applicable to the Contractor
- The procedures used to address unusual incidents such as follow-up of allegations, responses to significant events, or Findings associated with Contractor facilities
- Inspection techniques.

In addition to the training requirements specified in this procedure, inspectors must successfully complete Contractor-required site-specific training to obtain unescorted access to Contractor facilities, if so desired or requested by OSR management.

3.0 GENERAL REQUIREMENTS

3.1 INSPECTOR QUALIFICATION CHECKLIST

- 3.1.1 The Verification and Confirmation Official (VCO) will provide an Inspector Qualification Checklist to OSR staff members and consultants who have been designated to lead or perform as team members for onsite inspections of Contractor activities. The Inspector Qualification Checklist (Attachment 1) contains the necessary elements to satisfy the objectives of this procedure. This checklist may be customized to address inspection members' education and work history. Significant deviations from the general checklist should be justified on the Certification Approval Form (Attachment 2.)

NOTE: Occasionally, the OSR may elect to use individuals to perform inspections who are knowledgeable in the area being inspected but not qualified in accordance with this procedure. In these cases, the individuals must be thoroughly briefed on the OSR inspection program, and the Contractor's authorization and regulatory basis. In addition,

the individuals must be teamed up with qualified inspectors at all times while performing onsite inspections.

- 3.1.2 Designated inspectors should complete reading, training, and other requirements listed on the checklist and initial each item signifying completion of the item. The designated inspector should then discuss the item with the VCO or his designated representative and obtain the VCO's initials. The initials of the VCO or his designee indicates the designated inspector has sufficient knowledge of the subject area or requirement. Successful passing of a test for formal training is sufficient demonstration of knowledge in the respective area. The designated inspector may obtain a signature from the OSR Policy and Training Advisor for that specific checklist requirement.
- 3.1.3 Upon completion of all requirements on the checklist, the designated inspector shall provide the checklist to the VCO for final review and approval. The VCO shall review the checklist and discuss with the designated inspector any areas the VCO determines necessary to form an opinion on the designated inspector's readiness to become a certified inspector.

3.2 INSPECTOR CERTIFICATION

- 3.2.1 Once a designated inspector has completed the checklist and the VCO has concluded the employee has demonstrated sufficient knowledge to become a certified inspector, the VCO shall prepare, for the Safety Regulation Official's (SRO) signature, a Certification Approval Form (see Attachment 2). Once signed by the SRO, the original is forwarded to the Information Management Coordinator. The Information Management Coordinator makes distribution in accordance with the "cc:" listing, assigns an Information Management System number, and files the document.
- 3.2.2 The VCO may recommend to the SRO that a designated inspector be provided a limited inspector certification to allow the person to lead or perform certain inspections before completing the full certification checklist. The bases for limited certifications might include general knowledge of the OSR inspection program combined with substantial U.S. Nuclear Regulatory Commission inspection experience and/or technical knowledge in the area being inspected. This limited certification must be justified in the Certification Approval Form with limitations clearly stated.

Attachments:

- 1. Inspector Qualification Checklist
- 2. Certification Approval Form

Attachment 1. Inspector Qualification Checklist

INSPECTOR QUALIFICATION CHECKLIST

Inspector's Name: _____

Type of Qualification (Lead or Team Member): _____

Supervisor's Name: _____

I. INITIAL FORMAL TRAINING	<u>Inspector's Initials</u>	<u>VCO/designee's Initials</u>
1. Radiological Worker II, CST205 or ESH-262*	_____	_____
2. Hazardous Waste Operations-24 hrs, ESH147 or equivalent**	_____	_____
3. Hanford General Employee Training (HGET)*	_____	_____
*These courses are required to perform inspections onsite at the construction/operating facility and may be waved for qualifications during the design phase		
 II. SELF-STUDY READING LIST		
1. BNI Contract DE-AC27-01RV14136 (Section C, Standards 3, 4, and 7)	_____	_____
2. Policy for Radiological, Nuclear, and Process Safety Regulation of the RPP-WTP Contractor (DOE/RL-96-25)	_____	_____
3. MOA for the Execution of Radiological, Nuclear, and Process Safety Regulation of the RPP-WTP Contractor (DOE/RL-96-26)	_____	_____
4. DOE Process for Radiological Nuclear, and Process Safety Regulation of the RPP-WTP Contractor (DOE/RL-96-0003)	_____	_____

Attachment 1, cont.		Inspector's <u>Initials</u>	VCO/designee's <u>Initials</u>
5.	Process for Establishing a set of Radiological, Nuclear, and Process Safety Standards and Requirements for the RPP-WTP Contractor (DOE/RL-96-0004)	_____	_____
6.	Concept of the DOE Process for Radiological, Nuclear, and Process Safety Regulation of the RPP-WTP Contractor (DOE/RL-96-0005)	_____	_____
7.	Top-Level Radiological, Nuclear, and Process Safety Standards and Principles for the RPP-WTP Contractor (DOE/RL-96-0006)	_____	_____
8.	Management Directive 2.1, "Information Management"*	_____	_____
9.	Management Directive 1.8, "Employee Concern Investigation"	_____	_____
10.	Inspection Program Description (RL/REG-98-05)	_____	_____
11.	Inspection Program Implementation Plan (RL/REG-98-24)	_____	_____
12.	Inspection Administrative Procedures, A-XXX series	_____	_____
13.	Management Directive 1.4, "Conduct of Meetings with External Parties"*	_____	_____
14.	Management Directive 5.3, "Corrective Action Plan Implementation"*	_____	_____
15.	10 CFR Part 830, "Nuclear Safety Management"*	_____	_____
16.	10 CFR Part 835, "Occupational Radiation Protection"*	_____	_____
17.	Safety Requirements Document Volume II, 24590-WTP-SRD-ESH-01-001-02	_____	_____

Attachment 1, cont.		Inspector's <u>Initials</u>	VCO/designee's <u>Initials</u>
18.	Integrated Safety Management Plan 24590-WTP-ISMP-ESH-01-001	_____	_____
19.	Quality Assurance Manual (QAM), 24590-WTP-QAM-QA-01-001	_____	_____
20.	Construction Authorization Agreement, ORP/OSR-2003-01	_____	_____
21.	Preliminary Safety Analysis Reports (PSAR)		
	- 24590-WTP-PSAR-ESH-01-002-01	_____	_____
	- 24590-WTP-PSAR-ESH-01-002-02	_____	_____
	- 24590-WTP-PSAR-ESH-01-002-03	_____	_____
	- 24590-WTP-PSAR-ESH-01-002-04	_____	_____
	- 24590-WTP-PSAR-ESH-01-002-05	_____	_____

*Not required for team member inspectors

III. JOB PERFORMANCE DEMONSTRATIONS (Lead Inspectors Only)

1. Perform three inspection accompaniments.

a. Date/Type of Inspection

b. Date/Type of Inspection

c. Date/Type of Inspection

2. Conduct at least one adequate, supervised Entrance and Exit meeting:

Entrance: _____

Exit: _____

3. Take responsibility, under supervision, for preparing at least one complete, adequate Inspection Report.

I approve the completion of this Qualification Checklist.

Verification and Confirmation Official

Date

Attachment 2. Certification Approval Form

**WTP SAFETY REGULATION DIVISION (OSR)
(LEAD OR TEAM MEMBER) CERTIFICATION APPROVAL FORM**

On (Date) _____, (Name) _____ completed, and the Verification and Confirmation Official (VCO) reviewed the attached Inspector Qualification Checklist. Following a review of the checklist and applicable discussions with the individual, the VCO has determined the individual meets the certification requirements and demonstrates the capability to perform Office of Safety Regulation inspections as an (inspection lead or team member). Therefore, in accordance with the OSR Inspection Administrative Procedure A-109, "Inspector Qualification Program," the VCO recommends to the Safety Regulation Official (SRO) the above named individual be certified as an OSR (Lead Inspector or Team Member).

[Example of a recommendation for a limited certification: In accordance with the OSR Inspection Administrative Procedure A-109, "Inspector Qualification Program," the Verification and Confirmation Official (VCO) has reviewed (Name) _____'s qualifications and related work experience. Although the individual has not completed the Inspector Qualification Checklist, the VCO has determined the individual is suitably qualified to perform as an inspection team member on the upcoming Quality Assurance Assessment. Based on the justification provided below, the VCO recommends to the Safety Regulation Official (SRO) the above named individual be certified to perform Quality Assurance (QA) related inspections.

Justification: The individual has over 10 years of nuclear industry QA related experience as both an ANSI Level III certified QA auditor and as a QA manager. In addition, the individual has reviewed the Office of Safety Regulation inspection program procedure and QA related portions of the authorization basis.]

Recommendation:

VCO Signature Date

Approval:

SRO Signature Date

Attachment:
Inspector Qualification Checklist

cc w/attach:
Certified OSR staff member
OSR Policy and Training Advisor

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